

CARIBBEAN DEVELOPMENT BANK



**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF THE USE OF FUNDS
TECHNICAL ASSISTANCE VIDEO SERIES ON THE CLIMATE ACTION WORK OF THE
CARIBBEAN DEVELOPMENT BANK**

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Notified at the Two Hundred and Eighty-Seventh Meeting
of the Board of Directors on September 26, 2019.

Director of Projects Department

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SEPTEMBER 2019

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CARIBBEAN DEVELOPMENT BANK

TWO HUNDRED AND EIGHTY-SEVENTH MEETING OF THE BOARD OF DIRECTORS

TO BE HELD IN BARBADOS

SEPTEMBER 26, 2019

PAPER BD 64/19

**NOTIFICATION OF APPROVAL BY THE PRESIDENT OF THE USE OF FUNDS
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CARIBBEAN DEVELOPMENT BANK**

In accordance with the authority delegated by the Board of Directors at its Two Hundred and Eighty-Third Meeting (Minute 283.27), the President approved the use of an amount not exceeding the equivalent of forty-nine thousand nine hundred and ninety-five United States dollars (USD49,995) from the Special Funds Resources of the Caribbean Development Bank (CDB) to assist in financing consultancy services for the production of a series of impact videos highlighting CDB's climate action work.

2. It is a condition of the aforementioned authority that each technical assistance project approved by the President and the terms and conditions thereof be reported to the Board at its first convenient scheduled Meeting after approval of the project.
3. The Board is therefore asked to note the approval by the President of the above-mentioned project.

CARIBBEAN DEVELOPMENT BANK

**RECOMMENDATION AND APPROVAL OF TECHNICAL ASSISTANCE
(Under USD750,000)**

1. Country: Regional	2. Project Title: Video Series on the Climate Action Work of the Caribbean Development Bank (CDB)	3. PRN: 4150
4. Grantee: Not Applicable (N/A)	5. Beneficiary: CDB	6. Executing/Implementing Agency: CDB
7. Sector: Multi-sector	8. Date of Application: N/A	9. Type of Financing: Use of Funds (UOF)
10. Source of Funds: Special Funds Resources (SFR)		
11. Legal Status: N/A		
12. Objectives and Priorities:		
CDB’s Strategic Objective/s:	Supporting Inclusive and Sustainable Growth and Development. Enhancing Organisational Efficiency and Effectiveness.	
CDB’s Corporate Priority/ies:	Promote Environmental Sustainability (Climate Change [CC] Resilience, Environmental Management and Disaster Risk Management). Promote Value for Money.	
CDB’s Country Objective/s:	N/A	
Regional/National Objective/s:	Fostering development resilient to CC.	
CDB’s Special Development Fund 9 Strategic Theme:	Environmental Sustainability, CC and Sustainable Energy. Supporting Environmental Sustainability and Advancing the CC Agenda.	
CDB’s Technical Assistance Policy and Operational Strategy (TAPOS):	TAPOS seeks to align CDB’s Technical Assistance (TA) Programme to the Bank’s Strategic Objectives and SFR commitments. This TA, in alignment with CDB’s Strategic Objectives promotes the importance of the Bank’s work programme for building CC resilience and disaster risk reduction (DRR) in Borrowing Member Countries (BMCs) to further sustainable development, and is therefore consistent with TAPOS.	
13. Gender Marker:		
<p>The Project is assessed as Marginally Mainstreamed (MM) based on CDB’s Gender Marker, having limited potential to contribute to gender equality scoring 2.00 out of 4.00 points. The Gender Marker is summarised in Table 1 below.</p> <p>Given the informational nature of the videos under the TA, there is the opportunity to highlight gender specific vulnerabilities and interventions.</p>		

Gender Marker	Analysis	Design	Score	Code
	1	1	2	MM

Further details on the Gender Marker Analysis are outlined in Appendix 1.

14. **Budget:** The Proposed Budget is summarised below. Details provided at Appendix 2.

Contributors	Amount USD	%
CDB (SFR)	49,995	62
African Caribbean Pacific-European Union- (ACP-EU CDB) Natural Disaster Risk Management (NDRM)	20,000	25
Community Disaster Risk Reduction Fund (CDRRF)	10,000	13
Total	79,995	100

15. **Project Background:**

CC threatens to undermine the livelihoods, economies and ecosystems of Small Island Developing States, including CDB’s BMCs. With much of the populations and infrastructure located in coastal areas, climate sensitive sectors such as agriculture, water and fisheries, and the well-being of poor, vulnerable households whose livelihoods depend largely on these sectors’ resources, are likely to be impacted. Differential impacts on women and men are also recognised, owing to their differential access to resources, networks and information. CC, as well as sea level rise, also threaten the tourism industry, which is the mainstay of many BMC economies. Furthermore, sensitive ecosystems exposed to rising sea levels and warming associated with CC may be lost or degraded, resulting in disruption of critical ecosystem services.

In 2009, the Caribbean Community (CARICOM) leaders approved the Regional Framework for Achieving Development Resilient to Climate Change (“the Framework”) which provides a roadmap for action on CC over the period 2009-2015. In March 2012, the Implementation Plan (IP) for the Framework was approved. In furthering the Framework and IP, a broad range of climate resilience investments actions and technical capacity building, institutional strengthening and advocacy actions have been supported and implemented by CDB, with the partnership and financing of the development community.

CDB is committed to supporting and investing in climate resilience in the Region, in alignment with its Strategic Plan (2015-2019) and Climate Resilience Strategy (CRS) (2019-2024). The CRS specifically seeks to assist BMCs and regional institutions to mobilise financing, design and implement policies, strategies and investment programmes to address climate resilience, and deliver on their sustainable development objectives. Over the time period covered by the previous CRS (2012-2017), CDB invested in climate resilient capital projects and capacity building initiatives under its Climate Action Work Plan. These investments have been facilitated by three special purpose projects; namely CDRRF; ACP-EU CDB NDRM in CARIFORUM Countries Programme; and the Climate Action Lines of Credit (CALC) signed between CDB and the European Investment Bank (EIB).

The first CALC for sixty-five million United States dollars (USD65 mn) was signed in December 2011 and the second line for USD110 mn was signed in May 2017. The EIB Lines of Credit have been supported by a grant of EUR4 mn, which has provided resources for undertaking upstream studies on climate impacts in climate sensitive economic sectors and for project preparation support, to build a robust pipeline of projects for climate investments.

The projects being financed from the special purpose resources are located across 11 countries. Through the CDRRF and ACP-EU CDB NDRM Programme, CDB has been supporting community-based DRR and climate change adaptation initiatives as well as strengthening early warning systems, and enhancing environmental monitoring and meteorological networks. Financing has been provided to key regional institutions such as the Caribbean Community Climate Change Centre, Caribbean Institute for Meteorology and Hydrology, Caribbean Disaster Emergency Management Agency, Caribbean Tourism Organisation, and Climate Studies Group Mona – University of the West Indies, to strengthen their capacities to provide technical support to BMCs to facilitate policy, sector strategic planning and project level investment interventions.

The outputs and outcomes of this work need to be communicated to a broad audience in BMCs to widen the discourse and dialogue on CC resilience in the Region, and to increase awareness of the benefits of adaptive action. The compilation of a series of impact videos can highlight the outcomes of CDB's climate action work, and the benefits derived at the individual, community, national and regional levels.

16. Proposal/Description:

It is proposed that CDB approve UOF of an amount not exceeding the equivalent of forty nine thousand nine hundred and ninety-five United States dollars (USD49,995) from its SFR, to support consultancy services for the production of impact videos highlighting the climate action work of the Bank. The activities to be financed are:

- (a) Consultancy services for the filming and editing of videos.
- (b) Travel and accommodation to facilitate in-country interviews with beneficiaries and other key stakeholders.

Contributions of USD20,000 from the ACP-EU CDB NDRM Programme and USD10,000 from the CDRRF have been allocated under these projects for the above purpose.

Appendix 3 provides detailed Terms of Reference (TOR) for the consultancy services.

17. Project Outcome:

The overall objective of this TA is to give greater visibility to CDB's work programme in the BMCs in the thematic areas of disaster and climate resilience, paying special attention to the development impact and the importance of partnerships to these efforts.

A Results Framework for the Project is presented at Appendix 4.

18. Project Justification and Benefits:

The vulnerability of the Caribbean region to CC is exacerbated by poor communication of adaptation options to various stakeholder groups. CC must be presented as locally relevant before it can result in significant changes in behaviour and practices. Equipping individuals and societies to make informed decisions and to take responsible actions based on the knowledge, skills and values, will help to drive policy and behavioural changes towards establishing more climate resilient economies and societies.

CDB, as a development institution, has made significant strides in building resilience for sustainable development in its BMCs. However, visibility of the Bank's work is perceived as low key, a perspective shared by many stakeholders including both the Adaptation Fund and Green Climate Fund to which CDB gained accreditation in 2017. Both of these institutions highlighted what they perceived as weak promotion by CDB of the development impact of its work. Both funds have recommended that the Bank strengthen its corporate communications outreach to highlight its work and the contributions made by development partners. Under the CALC from the

EIB, it is a requirement that visibility be given to EIB’s contributions.

Over the past four years, the Bank has increased the human and other resources available to the Corporate Communications Unit to expand the Bank’s communication outreach. However, the financial resources allocated for this period are insufficient to support an initiative to increase the Bank’s visibility in a much more targeted way. The Bank is proposing to produce a set of videos that will highlight the outcomes of technical and financial resources provided for decision making and the implementation of resilience building actions, through CDB and its financing partners. The objective is to enhance visibility of the Bank’s work, specifically through its special purpose projects - CDRRF, ACP-EU CDB NDRM Programme and EIB CALC and by promoting these programmes, prepare the groundwork for increased future investments by these and other partners.

This TA will highlight CDB’s climate action work over a broad range of sectors and will target a diverse audience. By featuring the outcomes of climate action efforts in the Region, it will facilitate knowledge transfer, and sensitise and educate persons about the options for and benefits of proper planning and response to disasters and CC impacts. The TA will offer a medium for capturing the experiences of beneficiaries of CDB’s climate initiatives, which will provide lessons learned from inaction, as well as evidence of the benefits of preventative and adaptive interventions in protecting against climate and disaster related damages and losses, and in enhancing sustainability of livelihoods in vulnerable communities and climate sensitive sectors. The focus will be on those projects that are furthest in implementation. These projects, which will be the subject of the videos, are located in Belize, Jamaica and St. Lucia.

Since CDB’s climate action work spans multiple countries, sectors and stakeholders, the videos will seek to provide a multi-dimensional perspective on attitudes, behaviours and actions towards DRR and CC resilience. The multi-country context as well as inclusion of CDB’s collaborative efforts with other regional institutions is expected to enhance the dialogue and regional discourse on CC and foster further regional integration and collaboration. CDB’s partnerships are key to supporting the Bank’s work programme with its BMCs, and this TA will seek to promote the importance of such regional partnerships in the implementation of resilience efforts for sustainable development.

The TA, in drawing attention to CDB’s climate action work, is in alignment with CDB’s CRS, for achieving development resilient to CC. One of the key priorities is the communication and dissemination of generated scientific and technical information to enhance knowledge and communication to relevant stakeholders at different scales and levels; to galvanise ongoing support for engendering informed national and regional responses to climate vulnerability; and to enhance inclusive climate smart solutions throughout the economy and society.

The Project’s Performance Assessment Score is 3 or Satisfactory, indicating that the Project is likely to achieve its outcome. Delivery of inputs and conduct of activities, to produce quality outputs, are anticipated to occur in a timely manner.

The Performance Assessment Summary is at Appendix 5.

19. Risks and Mitigation Measures:

Due to the informational nature of the TA outputs, and owing to CDB’s full oversight of the Project and the sourcing of funds from CDB’s SFR and special purpose projects without reliance on external counterpart financing, there are no associated risks.

20. Environmental Impact:	Major	Minor	N/A	✓
Social Impact:	Major	Minor	N/A	✓

21. Project Implementation:

The project will be executed by the Corporate Communications Unit, CDB that will have responsibility for the coordination and overall guidance of the project, and ensure quality control of the deliverables.

The consultancy will be implemented over one month, commencing May 1, 2019. The consultants will travel to the project countries to carry out interviews with beneficiary stakeholders, project staff and other stakeholders.

22. Cost and Financing

Details of the Proposed Budget are provided at Appendix 2.

The total cost of the Project is estimated at USD79,995. CDB will fund 100% of the project costs including consultancy fees, video production costs, including travel, accommodation and per diem for associated travel. Sixty-three percent of CDB's contribution will be met through UOF from its SFR. The remaining funds are available from within existing resources and/or programmes, allocated from CDRRF and the ACP-EU CDB NDRM Programme budgets.

23. Procurement:

Procurement will be in accordance with CDB's procedures for UOF.

24. Recommendation:

It is recommended that the President approve UOF from CDB's SFR in an amount not exceeding the equivalent of forty nine thousand nine hundred and ninety-five United States dollars (USD49,995) to assist in financing consultancy services for the production of a series of impact videos highlighting CDB's climate action work (the Project) as stated in paragraph 16 above.

Additional contributions of twenty thousand United States dollars (USD20,000) from the ACP-EU CDB NDRM Programme and ten thousand United States dollars (USD10,000) from the CDRRF have been allocated under these project budgets for visibility purposes.

Daniel M. Best
Director, Projects Department

April 26, 2019
Date

25. Recommended by:

Monica La Bennett
Vice-President (Operations)

April 26, 2019
Date

26. Approved by:

W^m Warren Smith
President

April 26, 2019
Date

SUPPORTING DOCUMENTATION

Appendix 1	Gender Marker
Appendix 2	Proposed Budget
Appendix 3	Draft Terms of Reference: Consultancy Services for the Production of Documentary Videos Highlighting The Climate Action Work of CDB
Appendix 4	Results Framework
Appendix 5	Performance Assessment Summary

GENDER MARKER

Project Cycle Stage	Criteria	Score
Analysis: Background	Sex-disaggregated data included in the background analysis, and/or baselines and indicators, or collection of sex-disaggregated data required in TOR.	0
	Socioeconomic/Sector/Institutional analysis considers gender disparities, or TOR require the identification of socioeconomic, sectoral and institutional gender issues.	1
Design: Project Proposal/Definition/ Objective	TA interventions are designed, or will be identified as part of the project, that address gender disparities or enhance gender capacities.	1
	Project objective/outcome includes the enhancement of gender capacities, gender data collection, gender equality or the design of gender-responsive policies or guidelines.	0
Score		2
<i>The project is Marginally Mainstreamed (MM), having limited potential to contribute to gender equality.</i>		

BUDGET
USD

Item	CDB (UOF)	CDRRF	ACP-EU CDB NDRM	Total
Video Production	45,450	10,000	20,000	75,450
Price Contingency	4,545	0	0	4,545
Total Project Costs	49,995	10,000	20,000	79,995
(%)	62	13	25	100

DRAFT TERMS OF REFERENCE

**CONSULTANCY SERVICES FOR THE PRODUCTION OF DOCUMENTARY
VIDEOS HIGHLIGHTING THE CLIMATE ACTION WORK OF THE
CARIBBEAN DEVELOPMENT BANK.**

1. BACKGROUND

1.01 In 2009, CARICOM leaders approved the Regional Framework for Achieving Development Resilient to Climate Change (“the Framework”) which provides a roadmap for regional action on climate change (CC) over the period 2009-2015. In March 2012, the Implementation Plan (IP) for the Framework was approved. In furthering the Framework and its IP, a broad range of climate resilience investment actions, and technical capacity building, institutional strengthening and advocacy actions have been supported and implemented by the Caribbean Development Bank (CDB) and the Caribbean Community Climate Change Centre (CCCCC) with the partnership and financing of the development community.

1.02 CDB is committed to supporting and investing in climate resilience in the Region, in alignment with its Strategic Plan (2015-2019) and Climate Resilience Strategy (CRS) (2019-2024). Over the time period covered by the previous CRS (2012-2017), CDB invested in climate resilient capital projects and capacity building initiatives under its Climate Action Work Plan. These investments have been facilitated by three special purpose projects; namely the Community Disaster Risk Reduction Fund (CDRRF); African Caribbean Pacific-European Union (ACP-EU CDB) Natural Disaster Risk Management (NDRM) in CARIFORUM Countries Programme; and the Climate Action Lines of Credit (CALC) signed between CDB and the European Investment Bank (EIB).

1.03 Through the CDRRF and ACP-EU CDB NDRM Programme, CDB has been supporting community-based disaster risk reduction and climate change adaptation initiatives as well as strengthening early warning systems, and enhancing environmental monitoring and meteorological networks. Financing has been provided to key regional institutions such as the CCCCC, Caribbean Institute for Meteorology and Hydrology, Caribbean Disaster Emergency Management Agency, Caribbean Tourism Organisation, Climate Studies Group Mona – University of the West Indies, to strengthen their capacities to provide technical support to Borrowing Member Countries (BMCs) to facilitate policy, sector strategic planning and project level investment interventions.

1.04 The outputs and outcomes of this work need to be communicated to a broad audience in BMCs to widen the discourse and dialogue on CC resilience in the Region, and to increase awareness of the benefits of adaptive action. For this reason, CDB will implement a visibility initiative that will produce a series of impact videos highlighting the outcomes of its climate action work undertaken in the Region.

1.05 In this regard, CDB wishes to engage the services of an independent contractor to produce a series of videos that will highlight the Bank’s work and achievements in climate resilience in the Region.

2. OBJECTIVE

2.01 The objective is to improve awareness among donors, beneficiaries, partners, the media, and other stakeholders, of the commitments and progress in supporting and advancing climate resilience made by CDB with the support of the development community.

Specific Objectives

2.02 Produce a series of high impact documentary videos that complement CDB’s communications and public relations programme.

2.03 Develop impact videos of no greater than five minutes in length, highlighting the climate action work done in the Region by CDB, through its special purpose projects: ACP-EU CDB NDRM, CDRRF and EIB CALC, for posting on platforms managed by the Bank and other partners.

3. SCOPE OF SERVICES

3.01 The Consultant will execute activities in consultation with the Head, Corporate Communications.

3.02 Activities performed by the Consultant will include, but not be limited to, the following:

- (a) review all documents and materials (project papers, project summaries, press releases, etc.) in order to better understand CDB's climate action work, outcomes and results achieved through its special purpose vehicles, namely the CDRRF, EIB CALC and ACP-EU CDB NDRM Programme;
- (b) review relevant resources and hold consultations with CDB staff to identify and propose a structure for the videos;
- (c) consult with the Bank's staff to plan communication and engagement with partners, stakeholders, and beneficiaries in order to establish and highlight the impact of the Bank's climate action work;
- (d) consult and interview selected partners, stakeholders and beneficiaries, as guided by CDB, with beneficiary interviews providing the opportunity for outlining the different perspectives of men and women;
- (e) recommend the most appropriate format(s) for the videos, for sharing in various contexts, including on digital platforms;
- (f) provide input and comments on draft scripts and present documentary outlines/storyboards for comments;
- (g) produce documentary videos, three to five minutes each, with closed captions, focused on CDB's work through the CDRRF, EIB CALC and ACP-EU CDB NDRM Programme, in: climate change adaptation; climate research; development and roll-out of tools supporting evidence-based decision-making; capacity-building; and institutional strengthening within the Region;
- (h) present the documentary videos to the Head, Corporate Communications; and
- (i) finalise the videos, incorporating the comments arising from the presentation to the Head, Corporate Communications.

4. KEY DELIVERABLES

4.01 The Consultant will be required to provide the following deliverables:

- (a) an Inception Report that will include the implementation strategy, plus a detailed production schedule;

- (b) comments on draft scripts and interview questions proposed by CDB;
- (c) storyboards for comments by CDB;
- (d) raw footage captured in the field;
- (e) first cuts of the videos on a private, web-based platform for comments;
- (f) three documentary videos of three minutes each, with closed captions, for each of CDB's special purpose projects; namely the CDRRF, ACP-EU CDB NDRM Programme and EIB CALC; and
- (g) one composite video of five minutes, with closed captions, highlighting the work of all three funding programmes.

5. REPORTING REQUIREMENTS

5.01 The Consultant shall report to, and provide services under the supervision of the Head, Corporate Communications or such other persons, as may be designated in writing by her.

6. IMPLEMENTATION ARRANGEMENTS

6.01 The Consultant shall be responsible for implementation, in consultation with the Head, Corporate Communications.

6.02 The Consultant must be able to travel to sub-project locations to capture footage and information, if they are not located in the sub project country.

7. QUALIFICATIONS AND EXPERIENCE

7.01 The Consultant should have a minimum of the following qualifications:

- (a) demonstrated experience and competencies conducting similar assignments of a regional/international scope;
- (b) experience working with international organisations and/or international donors, and non-governmental organisations in the Caribbean region;
- (c) five to ten years' experience in documentary video production;
- (d) additional experience in development communication and mass communication, which will be an advantage;
- (e) proven capacity, skill and knowledge of innovative approaches to carry out the assignment;
- (f) the organisational/individual competency to deliver the services;
- (g) clear work plan and articulation of expected processes and outputs;
- (h) excellent technical capacity to ensure smooth and high-quality video production; and

- (i) proof of ownership of his/her own video production studio, or proof of access to a rented video studio.

8. DURATION

8.01 The expected duration of the Consultancy is one month, commencing May 1, 2019.

RESULTS FRAMEWORK

Narrative Summary	Performance Indicators	Baseline	Target	Data Sources/Reporting Mechanisms/ Reporting Frequency
Project Impact:	Increased awareness on the benefits of resilience building tools and interventions in the Caribbean region.			
Outcome: Enhanced visibility of CDB's work programme in the BMCs in the thematic area of disaster and climate resilience, including the development impact and importance of partnerships to these efforts.	By <i>December/2019</i> : Number of video views, shares and downloads.	0	1,000 views 30 shares 5 downloads ¹	CDB's website and social media statistics, as well as those of regional partners.
Assumptions for Achieving Outcomes:	High visibility of content placed on CDB's website and social media platforms, as well as the online platforms of regional partners.			
Outputs: Documentary videos highlighting CDB's climate action work programme.	By <i>June/2019</i> : Documentary video produced for each of the following special purpose projects: (a) CDRRF; (b) EIB CALC; and (c) ACP-EU CDB NDRM Programme. Composite video highlighting the work of all three special purpose projects.	0 0	3 1	Consultant inception report and production schedule. Documentary videos.
Assumptions for Achieving Outputs:	Arrangements for the engagement of beneficiaries of the three special purpose projects are adequately and effectively executed.			

¹ To be updated after further discussions with Corporate Communications Unit.

PERFORMANCE ASSESSMENT SUMMARY

Criteria	Score	Justification
Relevance	4	The project will give visibility to CDB's climate action work programme which aligns with (a) CARICOM's Regional Framework for Achieving Development Resilient to Climate Change, and its IP; and (b) CDB's CRS.
Effectiveness	3	The project's effectiveness will be assured by: (a) engagement of a qualified consultancy firm, and (b) technical support and oversight provided by CDB's Corporate Communications Unit.
Efficiency	3	<p>The production of documentary videos is a cost-effective approach to achieving the objectives of the project. Digital resources facilitate easy and quick updating of content, and will facilitate the rapid transfer of information and experiences to a wide range of stakeholders while improving visibility of the Bank's work to existing and potential clients, and other regional institutions.</p> <p>Utilisation of CDB's existing online platforms, including its website and social media, for broadcasting the video outputs, and capitalising on existing partnerships of CDB with other regional entities for further publicity and visibility, will promote efficiency in the implementation of the TA.</p>
Sustainability	2	<p>The digital resources produced by this TA will provide a foundation for articulating the impact of CDB's climate action work programme, which could be expanded in the future.</p> <p>Participation of staff of the Corporate Communications Unit will provide lessons learned which could be applied to future visibility initiatives for the Bank.</p>
Overall Score	3	Satisfactory